



Director of College Counseling

Carrollwood Day School has an immediate opening for an experienced and engaging college counseling professional to lead our college counseling team as Director. The ideal candidate will have extensive knowledge of and existing relationships with a broad range of higher education institutions, will possess extraordinary communications skills, and will inspire students and the college counseling team every day.

Carrollwood Day School (<http://www.carrollwooddayschool.org>) is a progressive International Baccalaureate (IB) independent school located in North Tampa, FL. Since its beginning in 1982 as an early childhood center, Carrollwood Day School has grown to serve students from age two through 12th grade. CDS is recognized nationally for its academic excellence and its innovative school-wide emphasis on character development.

The **mission of Carrollwood Day School** is to create entrepreneurial thinkers for a global society. We provide strong character-based education emphasizing problem-solving skills and philanthropic understanding. Our students are prepared to be world leaders using the International Baccalaureate Programmes, cutting-edge technology, creative arts, and competitive athletics. Most importantly, CDS fosters the development of the entire student not only in academics, but also ethically, emotionally, and through social experience. Our goal is to help students discover and develop their own talents and interests and use these to better the world and themselves.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education.

CDS has only graduated 13 classes; however, the admissions results have steadily trended upward during that time, including Ivy League, Ivy like, and many of the most competitive colleges in the United States.

The upper school is creative, innovative, collaborative, welcoming, and interested in candidates who share the philosophy of the school; namely, global thinkers who are mission centric, ambitious, and integrity focused.

The Position of Director of College Counseling:

The Director is responsible for visioning, implementing, and managing all facets of a successful, mission-driven college counseling program at CDS; The Director also personally advises and supports approximately one third of each upper school class and their families.

Job Responsibilities:

- Actively support the mission and vision of Carrollwood Day School
- Manage and supervise the work of the College Counseling staff, which includes two Associate Directors of College Counseling and a College Counseling Associate/Administrative Assistant
- Manage the college counseling budget
- Develop and manage all materials that represent the College Counseling office's mission, process, and goals
- Ensure that accurate and updated information is available on the College Counseling access points, including but not limited to the school's website
- Provide strategies, advice, support, and sound counsel to students and families regarding course selection, standardized testing, essay and résumé writing and editing, interviewing, and the college research, application, and selection process from initial discovery to the final matriculation
- Engage in college planning activities with students in a classroom setting
- Manage a counseling cohort of approximately 33 students in each developmental grade level (9-12)
- Build and work to continuously improve the CDS grade 9-12 college and career planning process
- Craft letters of support for each senior counselee in their cohort
- Collaborate within a team structure to discuss and manage all college counseling/admissions opportunities
- Collaborate with the Head of Upper School, Assistant Head of Upper School, advisors, class deans, and other relevant constituencies regarding appropriate course selections for each rising junior/senior student
- Develop and maintain a deep understanding of the Upper School and IB curriculum in order to translate it to college representatives and parents
- Oversee and ensure the confidential maintenance of student records relevant to the college search and application process
- Support testing, including: AP, ACT, PSAT, and PreACT administrations in grades 9-12.
- Use student college application and matriculation data to support students and further enhance the profile of CDS
- In collaboration with college counseling staff, develop and implement content and grade specific programming for students and parents to enhance the understanding of the college selection, admissions, and financial aid and scholarship processes
- Maintain up to date information and content regarding college admissibility, scholarships, identification of appropriate college choices, and sensitivity to the socio-economic needs of our student/family constituency
- Cultivate and maintain positive relationships with a diverse range of college admissions representatives; representing CDS in the highest standard; encourage and provide opportunities for these representatives to visit CDS
- Visit a variety of colleges each year to obtain concrete information to benefit the CDS student/family constituency
- Remain current on the various requirements, laws, deadlines and cutting edge practices in the college admissions process
- Maintain active membership in NACAC, SACAC, FCIS, and NAIS and attend appropriate professional development conferences
- Participate in the life and community of the school, including attendance at extracurricular events, committee assignments, and faculty support
- Communicate with the Director of Marketing to champion and celebrate student matriculation success and promote college counseling programming
- Be a team player and lead by example; cheerfully participate in and/or assist with other duties and routines regularly part of a school environment

- Display a sense of humor and positive attitude

Qualifications:

- MEd or Masters in a related field is required
- A minimum of six years of college counseling and/or college admissions experience is required; management or director level position preferred
- Understanding of and commitment to the instructional and educational practices that support, guide, and inspire CDS students to identify their strengths and goals; knowledge of the IB curriculum is beneficial
- Demonstrated commitment to building cultural competencies and empowering students and colleagues to engage across differences
- Outstanding written, verbal, presentation, and digital communication skills
- Demonstrated organizational and time-management skills
- Demonstrated leadership and facilitative skills
- Strong collaborative skills and eagerness to work with colleagues
- Proficiency in the Google suite of products (docs, sheets, drive, etc.)
- A keen understanding of the academic, social, and emotional development of Upper School aged students
- Temperance, patience, and an innate desire to invest in the success of students
- Comfortable and confident with direct and consistent communication involving a diverse array of students, parents, administrators, college professionals, and the board of trustees
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Ability, willingness, and judgment to interact and communicate effectively with all constituents in a school environment
- Ability and willingness to work evenings and weekends and travel

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Qualified candidates should send resume and statement of interest to Tim Walsh, Director of Upper School, twalsh@cdspatriots.org and Sara Rubinstein, Head of School, srubinstein@cdspatriots.org